

## **Special Licensure Issues**

### **Documentation Requirements**

When applying for licensure in Kentucky the below information is required for the listed issues. If more than one issue applies, the applicant will need to provide the information listed for each issue. The below documentation should be submitted along with the applicant's licensure fee and Addendums. All typewritten narratives are to be completed by the physician applying for licensure in Kentucky. The Board will not accept letters submitted on the physicians behalf. Any of the below issues may be grounds to deny a Kentucky medical license application.

***Important information regarding the required narratives: If the physician has answered 'yes' to any numbered question on the application (Category I & II), the Board will have to determine whether or not to deny the application based upon the ground(s) disclosed. As part of the narrative, the physician should detail for the Board members why they should grant him/her a license to practice in Kentucky in spite of the grounds disclosed. Note: Upon review of the narrative, further documentation may be requested. If the 'yes' answer is in relation to an issue listed below, the applicant may combine the narratives.***

#### **Malpractice Actions**

- Detailed typewritten narrative to the Board, regarding each settlement, in the past ten years, which settled in the amount of \$100,000 or more.
- Settlement Agreements for each settlement, in the past ten years, which settled in the amount of \$100,000 or more.
- If there was a jury trial and a verdict, we will need a copy of the final judgment or trial order.

#### **Criminal Convictions**

- Detailed typewritten narrative to the Board, addressing the conviction(s).
- Copy of the final order adjudicating the applicant guilty of the crimes (judgment of conviction, sentencing order, etc.).
- If that document does not provide the details of the offenses, we will also need a copy of the charging document that sets out the allegations (indictment, complaint, etc.)

#### **Actions by Other Licensing Boards**

- Detailed typewritten narrative to the Board, addressing the actions taken on the applicant's license(s).
- Copy of the order that finally resolves the case (agreed order, consent agreement, final order, etc.)
- If that document does not set out the details of the violation, we will also need the charging document (the complaint, notice of charges, notice of hearing, etc.)

- If the final order incorporates information from other documents, we will need the referenced document(s).

### **Hospital Actions**

- Detailed typewritten narrative to the Board addressing the actions taken on the applicant's privileges.
- Copy of the document that executes whatever action the hospital took, i.e., revocation, suspension or probation of privileges. *Example: letter informing the applicant of the actions being taken.*
- If that document does not provide the details of the grounds for the action, we will also need the supporting documents (Medical Executive Committee report, etc.)
- If the letter references or incorporates another document(s), we will need the referenced document(s).

### **Impaired Physicians**

- Letter from the applicant's treating physician. If there is more than one treating physician, a letter will be required from each.
- Complete copies of any evaluations performed
- Discharge summaries, if the applicant ever completed outpatient or inpatient treatment.
- If the applicant is under an impaired physician's contract, a copy of the contract must be submitted.
- If there is a related arrest (DUI, etc.), we will need the relevant criminal documents.
- If there is a related hospital or board action, we will also need the relevant hospital or Board documents.

***Note: Once all of the above applicable items are received, the applicant will be referred to the Kentucky Physician Health Foundation for an evaluation. Once the evaluation is completed by the KPHF we will require their overall assessment, including a copy of the applicant's Foundation contract, if applicable.***

### **False Answer on Application**

- Detailed typewritten narrative to the Board, addressing why a false answer was given on a previous application.
- If a false answer was given on a previous application, then a copy of the previous application must be submitted to the Board, along with whatever document shows the "true" information.